

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment, invites persons to apply for the undermentioned vacancy

INTERNSHIP PROGRAMME: INTERNAL AUDIT **OFFICE OF THE MUNICIPAL MANAGER**

MOSSEL BAY

CONTRACTUAL APPOINTMENT

APPLICANTS RESIDING WITHIN THE MOSSEL BAY MUNICIPAL BOUNDARIES SHALL
RECEIVE PREFERENCE

ONLY HARDCOPY APPLICATIONS WILL BE ACCEPTED

Mossel Bay Municipality is offering opportunities to unemployed South African graduates from Higher Education institutions who have completed a three- (3) year Degree or National Diploma in Internal Audit or related field and who are seeking work experience related to the field of study completed.

REQUIREMENTS

(Relevant proof / documentation and relevant completed application form must accompany application)

- National Diploma or Degree (minimum NQF Level 6) in Internal Audit or related fields (must be in possession of complete qualification at date of application)
- Knowledge of municipal financial regulations will be an advantage
- Fluent in at least two (2) of the three (3) official languages of the Western Cape
- Computer literate (MS Office applications)
- Applicants must have met the academic requirements for the advertised field of study/discipline and should not previously have been employed as an Intern in the Public Sector
- Must be willing to work overtime and over weekends

DURATION:

Contractual appointment: Twelve (12) months with the option to extend the period for a further twelve (12) to twenty-four (24) months, up to a maximum of three (3) years in total.

STIPEND:

R8 832,35 per month

CLOSING DATE:

6 JUNE 2025

(No applications received after 13h00 will be accepted)

GENERAL:

- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- **Applications completed on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, may be hand-delivered to the Mossel Bay Municipality HR department (Old Power Station Building, Santos Beach, Mossel Bay). **For posts advertised internally and/or locally (within the boundaries of the Mossel Bay Municipality), only hardcopy applications will be accepted.** Electronic applications accompanied by the official application form and a comprehensive CV (preferably as one combined PDF document) may be e-mailed to admin@mosselbay.gov.za in the event that the advert does not specify that only hardcopy applications will be accepted. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.
- Note that the relevant official application form must be completed in full. Failure to submit such completed application form and/or attach certified copies and other required documentation will lead to immediate disqualification.
- Original certified copies (not older than 6 months) of proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening (practical assessments) who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- Successful applicants may be required to undergo a baseline/entry medical evaluation to determine whether he/she is fit for duty, and in such instance the employment will be subject to him/her being declared fit for such duty.
- Further details are obtainable from Ms N De Wet/Ms F Mpondo/Ms C Daniels at telephone number (044) - 6065000.
- If applicants are not contacted within 3 months of the closing date, it can be accepted that they were not successful.

- **The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons, and therefore encourage persons from these groups to apply.**
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the Municipality to, and accepted by, the applicant.***

**MR. C PUREN
MUNICIPAL MANAGER**

MOSELBAAI MUNISIPALITEIT
Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelyke indiensneming nooi persone
om vir die ondergemelde vakature aansoek te doen

INTERNSKAPPROGRAM: INTERNE OUDIT
KANTOOR VAN DIE MUNISIPALE BESTUURDER

MOSELBAAI
KONTRAKTUELE AANSTELLING

AANSOEKERS WOONAGTIG BINNE DIE MOSELBAAI MUNISIPALE GRENSE SAL
VOORKEUR GENIET

SLEGS HARDEKOPIE AANSOEKE SAL AANVAAR WORD

Mosselbaai Munisipaliteit bied geleenthede aan werklose Suid-Afrikaanse gegradueerdes van Hoër Opleidingsinstutisies wie 'n drie- (3) jaar Graad of Nasionale Diploma voltooi het en wie werksondervinding verwant aan die studieveld wat hul voltooi het, verlang.

NOODSAAKLIKE VEREISTES

(Verwante bewys / dokumentasie asook verwante voltooide aansoekvorm moet die aansoek vergesel. Geen laat indienings sal aanvaar word nie)

- Nasionale Diploma of Graad (minimum NKR Vlak 6) in Interne Oudit of verwante veld (moet in besit wees van voltooide kwalifikasie op datum van aansoek)
- Kennis van Munisipale finansiële regulasies sal 'n voorkeur wees
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Aansoekers moet die akademiese vereistes vir die geadverteerde veld van studie/dissipline behaal het en nie voorheen as 'n Intern in die diens van die Publieke Sektor gewees het nie
- Moet bereid wees om oortyd en naweke te werk

DUUR: Kontraktuele aanstelling: Twaalf (12) maande met die opsie om die tydperk vir 'n verdere twaalf (12) tot vier-en-twintig (24) maande, tot 'n maksimum van drie (3) jaar in totaal te verleng.

TOELAAG: R8 832.35 per maand

SLUITINGSDATIUM: 6 JUNIE 2025
(Geen aansoeke wat na 13h00 ontvang is, sal aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem..
- **Voltooide aansoeke op die amptelike aansoekvorm vergesel deur 'n omvattende CV** wat as vertroulik beskou sal word, kan per hand afgelewer word aan die Mosselbaai Munisipaliteit MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). **Vir interne geadverteerde en/of plaaslike poste (binne die grense van die Mosselbaai Munisipaliteit), sal slegs per hand afgelewerde aansoeke aanvaar word.** Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieklik as een gekombineerde PDF dokument) kan per e-pos gestuur word aan admin@mosselbay.gov.za in die geval dat die advertensie nie spesifiseer dat slegs hardekopie aansoeke aanvaar word nie. Hierdie voorwaardes is verpligtend en **versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.**
- Neem kennis dat die verwante amptelike aansoekvorm volledig voltooi moet wees. Versuim om die volledige voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde afskrifte (nie ouer as 6 maande nie) van bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wie vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese toets en/of

- praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wat vir voorafkeuring kwalifiseer (praktiese assesserings) wie elektronies aansoek gedoen het, moet die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander vereiste dokumentasie voor of op die datum van die praktiese toets voorsien.
 - Suksesvolle aansoekers kan vereis word om 'n basislyn/toetreding mediese evaluering te ondergaan om te bepaal of hy/sy geskik is vir diens, en in so 'n geval sal die diens onderhewig wees daaraan dat hy/sy geskik verklaar word vir sodanige diens.
 - Verdere besonderhede is verkrygbaar by Me N de Wet /Me F Mpondo/Me C Daniels by telefoonnommer (044) - 6065000.
 - Indien aansoekers nie binne 3 maande na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
 - **Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Gelyke Indiensneming, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone en moedig dus persone van hierdie groepe aan om aansoek te doen.**
 - ***Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.***

MNR. C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASE MOSSEL BHAYI
UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho
ngokulinganayo, umema abantu ukuba bezne izicelo zesi sithuba sengazantsi

INKQUBO YOMSEBENZI: UPHICOTHO LWANGAPHAKATHI

E-MOSSEL BHAYI

INGQESHO YESIVUMELWANO SEXESHANA

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA KAMASIPALA WASE MOSSEL BHAYI BAYA
KUQWALASELWA KUQALA)

KUYAKWAMKELWA KUPHELA IZICELO EZIHAMBA NEEKOPI ZOQOQO KUPHELA

UMasipala wase Mossel Bhayi ubonelela ngamathuba kwabo bangaqeshwanga banezidanga zemfundo eMzantsi Afrika abazifumene kumaZiko eMfundo ePhakamileyo nabagqibe iziDanga zeminyaka emithathu (3) okanye iDiploma yeSizwe (NQF Umgangatho 6 okanye ngaphezulu), abafuna amava omsebenzi angqamene namanqanaba emfundo abayigqibileyo.

IIMFUNO / OKULINDELEKEILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu yesicelo echaphazelekayo kufuneka zihambe nesicelo sakho)

- IDiploma yeSizwe okanye isiDanga (ubuncinane uNQF iSigaba 6 somgangatho wemfundo) kubuNjineli Bokwakha / UbuNjineli Bamachiza/iihemikhali / Ulondolozo lwamanzi okanye ibakala lemfundo elingqamene neli bakala (kufuneka ube unesiqu semfundo esigqityiweyo ngexesha lokwenziwa kwesicelo)
- Kufuneka ube neempepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube unolwazi ngeNgqondo-Mtshini i(Khompyutha) [Iinkqubo zika MS Office]
- Abenzi-zicelo kufuneka babe bazizalisekile zonke iimfuno zemfundo eziyimfuneko kwisithuba esipapashiweyo kwaye umenzi-sicelo abe akazange waqeshwa njengomqeqeshwa kwiCandelo likaRhulumente
- Kufuneka ube uzimisele ukusebenza ixesha elongezelelweyo.

IXESHA LENGQESHO :

Ingqesho yexeshana: linyanga ezilishumi elinesibini (12) phantsi kokuba lingandiswa eli xesha isithuba sezinye inyanga ezili-12 ukuya kwezingama-24, ukuya kufikelela kwiminyaka emithathu (3) iyonke.

ISIBONELELO SENTLAWULO:

R8 832.35 ngenyanga

UMHLA WOKUVALA:

6 JUNI 2025

(Izicelo ezifunyenwe emva ko 13h00 aziyi kwamkelwa)

GABALALA:

- Iifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha (www.mosselbay.gov.za) okanye ngendlela yobuchwepheshe kubantu boqhagamshelo abachazwe apha gezantsi'
- **Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhathshwa yiCV**, neyakuthatyathwa njengeyimfihlo, zingangeniswa ngesandla kwicandelo leNgqesho likaMasipala (HR) (kwisakhiwo esidala seSitishi Sombane,eSantos Beach, eMossel Bhayi).Kwizicelo ezipapashwe ngaphakathi okanye kwalapha ekuhlaleni (phakathi kwemida kaMasipala wase Mossel Bhayi), **kuphela zizicelo ezingeniswe ngesandla eziyakwamkelwa. Izicelo ezenziwe ngoBuchwepheshe ezikhatshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: admin@mosselbay.gov.za.** Le miqathango isisinyanzelo kwaye ukuba uye wasilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo somenzi-sicelo.
- Qwalasela ukuba le fomu isesikweni kufuneka igcwaliswe ngokupheleleyo.Ukungangenisi le fomu ichaziweyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiwe) okanye ubungqina beziqube zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.

- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo basenokulindeleka ukuba benze uvavanyo ngetetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Abagqatswa abathe baphumelela ukuba benziwe uvavanyo (uvavanyo lwezandla) abathe benza izicelo ngobuchwepheshe kufuneka bangenise iikopi **zoqobo** eziqinisekisiweyo zeziqumfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNKSZ F Mpondo/C Daniels kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhange baqhagamshelwe kwisithuba esiphakathi kweenyanga ezi-3 ukusukela kumhla wokuvala, bangathabatha ukuba izicelo zabo aziphumelelanga.
- **UMasipala wase Mossel Bhayi uzibophelele ekuthobeleni iimfuno zoMthetho weNgqesho Ngokulinganayo, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile kunye nabakhubazekileyo ikhaye ke ngoko bakhuthaze abantu abasuka kula maqela ukuba bafake izicelo.**
- *Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.*

MNU C PUREN
UMPHATHI KAMASIPALA